



Executive Service Position Announcement

Revenue Audit Assistant Director

Annual Salary Range: \$66,276-\$119,268

Salary range is estimated- determined by candidate credentials

Application Deadline: September 14, 2018

Summary:

The Audit Assistant Director is an executive position responsible for the direction of tax compliance functions performed by the Department's Audit Division. The Audit Division is a dynamic team that promotes compliance with Tennessee's state and local tax laws through a variety of audit-related initiatives. This mission is performed from 14 offices, including 8 located throughout Tennessee and 6 based in other states, comprising approximately 360 employees. The Audit Division has an operating budget of approximately \$27 million and makes tax assessments of approximately \$250 to \$300 million per year.

The Audit Assistant Director position is one of two assistant directors that report directly to the Audit Director. The position is responsible for effectively leading one of the two broad operational segments of the division (primarily, the field audit operations), and ensuring the integrity, consistency, and fairness of the division's interpretation and administration of the state's tax laws and the division's associated compliance functions. The Assistant Director assists the Director in the day-to-day leadership of the division and is responsible for the administration and management of 5 regional Tax Audit Managers who, in turn, oversee approximately 200 plus field audit employees. The Assistant Director also supervises the Tax Audit Manager over the Audit Support Unit and Electronic Data Group.

This position is stationed in the downtown Nashville office. Regular local and overnight travel by auto or airplane is necessary in this position.

Leadership Competencies Required:

Strong Problem Solving/Decision-Making Skills, Legal and Regulatory Issue Spotting, People Management and Development, Communication Skills, Accountability, Customer Service, Resource and Time Management, and Operational and/or Tax Administration Knowledge

Priorities:

Priorities for the position include effective demonstration and development of leadership within the organization, human resource management focused on recruitment and retention of strong talent, and improving tax compliance and administration through the increased use of data and implementation of a modern integrated IT solution across the Department.

Minimum Qualifications:

- Graduation from an accredited college or university
- Advanced degree and/or professional certification strongly preferred in business or government administration, organizational leadership, accounting, finance, economics, statistics, or law
- Prior experience in management/leadership

To Apply:

Submit letter of interest and resume to April.Beard@tn.gov by September 14, 2018.

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.